



**DRAFT**

**Memorandum of Understanding  
between the  
Spokane County Department  
of Emergency Management (DEM)  
and the  
Spokane Aquifer Joint Board (SAJB)  
Membership of Water Purveyors  
in Spokane County**

I. INTRODUCTION

The Spokane County Department of Emergency Management (DEM) and the Spokane Aquifer Joint Board (SAJB) Membership of Water Purveyors in Spokane County recognized the need and benefit of creating a partnership to expedite public notifications in the event of a drinking water emergency in Spokane County. They have agreed to collaborate to enhance public safety.

II. PARTNER AGENCIES

**DEM**

DEM is a department of Spokane County that exists to minimize the impacts of major emergencies and disasters on the people, property, economy and environment of Spokane County.

**SAJB**

The SAJB is comprised of twenty-one water purveyors (“MEMBER”) throughout the Spokane area dedicated to providing safe, clean drinking water to homes, offices and industries every day. Our collective priority is to protect the public water supply by coordinating efforts. The SAJB represents the MEMBERS and supports and acts in the best interest of its membership.

III. PURPOSE

The purpose of this MOU is to formally acknowledge the collaboration between DEM and the SAJB Members, and to set forth the support to be provided by DEM during a drinking water emergency.

IV. EFFECTIVE DATE

When the MOU has been approved, and signed by both parties.  
*NOTE: the approval page is located at the end of the document.*

V. COMMITMENT to COLLABORATE

DEM and the SAJB Members understand that this is a volunteer partnership, but agree that they are committed to work together to minimize the impact of a drinking water emergency in Spokane County.

VI. POLICY

This partnership can be activated at any time a SAJB MEMBER is experiencing a drinking water emergency and needs support with notifying the public of the emergency, which may include education and instructions on what the public needs to do during the emergency.

VII. PROCEDURES

**SAJB WATER PURVEYOR**

A. The MEMBER experiencing a drinking water emergency will contact DEM’s 24/7 on-call Duty Officer at 509-477-3009 to initiate a Wireless Emergency Alert (“WEA”) to the area impacted by the emergency.

*NOTE: A WEA is a geo-targeted notification for cell phones that originates out of the Federal alerting system called IPAWS (Integrated Public Alert and Warning System).*

- B. As their protocol requires, the MEMBER will notify the elected official in their respective jurisdiction about the emergency, and the MEMBER'S plan to work with DEM on notifying the public.
- C. The Department of Health (DOH) supports technologies that provide for efficient and effective public notification about drinking water emergencies. This MOU is intended to assist SAJB water purveyors in fulfilling DOH public notification requirements under emergency conditions. However, this MOU does not replace or supersede DOH requirements or directions associated with a drinking water emergency.

#### **DEM**

- A. Upon receiving a phone call from the MEMBER experiencing an emergency, DEM's on-call Duty Officer will initiate a WEA for the area impacted by the emergency.  
*NOTE: In the mass notification system, there are maps of all MEMBER jurisdictions; however, any time changes are made to the jurisdiction's boundary, DEM must be notified.*
- B. The Duty Officer will continue to work with the MEMBER to notify the public until the emergency has passed.
- C. Depending on the length of the emergency, DEM may need to rotate the on-call Duty Officer, but the support will continue until public notifications are no longer needed.
- D. If volunteers are needed, DEM will assist in identifying volunteers, and will obtain a mission number from the WA State Department of Emergency Management to cover the volunteers' L & I insurance while they are working the emergency.

#### **VIII. INSURANCE & LIABILITY**

DEM and the SAJB MEMBER will both carry the requisite insurance to cover their respective organization. No party shall hold the other liable for any loss or expense, to include Third Party complaints or litigation, resulting from the actions of the other, so long as they are within the bounds of normal and reasonable operating protocols and procedures.

#### **IX. MEDIA**

All contact with the media will be done by the SAJB MEMBER and will not be undertaken by DEM. DEM will refer the media to the MEMBER if DEM is contacted by the media regarding the emergency.

X. TERM of AGREEMENT

It is in the best interest of both parties to set a term agreement, so the document can be reviewed occasionally. For this agreement, the term is five years. The agreement will be reviewed at the end of the term, and re-instated for five years if no changes need to be made. If changes are required, or if change of leadership necessitates it, new signatures would need to be obtained.

**DRAFT**

APPROVED BY:

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DATE

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DATE